

JOB NOTICE

POSTED: April 17, 2025
DEADLINE: May 17, 2025

Title and Grade: Gas System Planning & Reliability Project Coordinator
Project Coordinator, NS-M4
Salary Range: \$123,793 - \$156,224
Position Description: Temporary, Competitive, Full-time, M/C
Location: Office of Energy System Planning and Performance; Albany, NY

About the Department:

The primary mission of the New York State Department of Public Service (Department or DPS) is to ensure affordable, safe, secure, and reliable access to electric, gas, steam, telecommunications, and water services for New York State's residential and business consumers, at just and reasonable rates, while protecting the natural environment. The Department also seeks to stimulate effective competitive markets for clean, renewable, and distributed energy resources that benefit New York consumers, as well as product and service innovations.

Minimum Qualifications:

Bachelor's degree or higher and seven years of relevant progressively responsible professional experience* with engineering, law, program development, or business backgrounds, including at a supervisory level**. Specifically, this must include experience in the review, analysis, development, or implementation of programs or policies related to one or more of the following areas: the natural gas industry, non-pipeline alternatives, utility thermal energy networks, gas system clean energy transition planning, or utility regulation.

Preferred qualifications include experience in the field of utility services or regulation; strong oral and written communication skills; exceptional analytical skills; experience in project management; and proficiency at leading teams and committees.

*Substitutions: four years of specialized experience or associate degree and two years of specialized experience may substitute for bachelor's degree; J.D. or master's degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience.

**Supervisory experience includes the full responsibility for the supervision of subordinate professional employees in the performance of the qualifying work, including assignment of tasks, employee training and development, evaluation of their performance and time and attendance.

Duties Description:

The Gas System Planning & Reliability Project Coordinator, NS-M4, will work in the Gas System Planning and Reliability Section of the Office of Energy System Planning and Performance on the Department of Public Service's implementation of the State's clean energy program established in the Climate Leadership and Community Protection Act (CLCPA) as it relates to the future of the natural gas networks. Duties include, but are not limited to:

- Managing the Gas Planning Proceeding, including scheduling, hiring of consultants, and facilitating coordination of stakeholders; chairing, facilitating and actively participating in meetings; and leading, tracking, scheduling, and reporting throughout all phases of the project's life cycle.
- Maintaining expertise and operational knowledge of existing and planned designs of the natural gas networks.



- Supporting Department of Public Service efforts to guide and enable development of non-pipeline alternative projects and manage other aspects of gas system clean energy transition.
- Guiding staff teams and overseeing work of others related to preparation of utility readiness for the winter season and ensuring that gas customers receive reliable service.
- Directing workgroups under the promulgation of rules for the Utility Thermal Energy Network industry.
- Leading the analysis of proposed natural gas utility capital investments in utility rate proceedings.
- Overseeing and/or providing expert testimony and professional expertise as part of administrative proceedings on behalf of the Department of Public Service.
- Planning, prioritizing, and assigning work to meet Section and Office goals.
- Supervising, training, and developing lower-level staff.
- Additional relevant duties may be required, as directed.

Equal Opportunity Employer:

The Department of Public Service is committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or Veteran status. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you have a disability or special need that requires accommodation, please let us know by contacting the Designee for Reasonable Accommodations (DRA) and Americans with Disabilities Act Coordinator which can be found under the [Accessibility Link](https://dps.ny.gov) on the Department's webpage at <https://dps.ny.gov>.

To Apply:

Please send a resume and cover letter to recruiting@dps.ny.gov or fax to Human Resources Management at (518)473-9990. Please reference "Project Coordinator, posting 90500" when applying.